



COMMUNITY AND CULTURAL CENTER

Room Reservation Interest Form

**Need a room for a banquet, reception, meeting or other special event?
Think that the NEW Morgan Hill Community Center might be the Place?
Want More Information?**

Give us an idea of your needs and we will get back to you soon to discuss the details of your event, room availability, estimated rates and all the other information you need.

Name of Organization (if applicable) _____

Contact Name _____

Day Phone _____ Evening Phone _____ Cell Phone _____

E-Mail _____

Type of Event _____ Number of Attendants/Guests _____

Date of event _____ Day of Week _____ Time: from _____ to: _____

Size of Room Needed:

- ☐ Hiram Morgan Hill Room (seats up to 250 banquet, about 300 assembly style)
- ☐ El Toro Room (seats up to 100 banquet, about 150 assembly style)
- ☐ Machado Conference Room (Boardroom table seats 15)
- ☐ Madrone Conference Room (seats 24 to 40 depending on configuration)
- ☐ Mira Monte, Diana Murphy, and Poppy Jasper Multi-Purpose Rooms (seats 20 to 40)
- ☐ Children's Pavilion (maximum occupancy 44)
- ☐ Amphitheater (Lawn seating for up to 300)
- ☐ Community Playhouse (seats about 187 theater style)

Other special needs: _____

We hope to hear from you soon,

Morgan Hill Community and Cultural Center Staff
782-0008
779-5450 FAX

Note: This form is for estimating patron's needs and does not constitute a confirmed reservation.

General Room Rates

A non-refundable reservation processing fee of \$17 applies to all events. Other fees for special services and security deposits may apply to certain events depending on specific needs. Contact us for a precise estimated fee after we discuss your particular needs.

Room Use	Hourly Rate Prime Time Rentals (Friday after 5 pm & all day Saturday, Sunday, & available Holidays)	Hourly Rate Non-Prime Time Rentals (Monday thru Thursday all day and Friday before 5 pm)
Hiram Morgan Hill Room (Multi-Purpose Room)	(4 Hour Minimum)	(No Minimum)
Local residents, business groups Rate	\$100/hr	\$60/hr
Local non-profit organizations Rate	\$50/hr	\$50/hr
General User Rate	\$125/hr	\$75/hr
El Toro Room (Octagonal Room)	(4 Hour Minimum)	(No Minimum)
Local residents, business groups Rate	\$80/hr	\$40/hr
Local non-profit organizations Rate	\$30/hr	\$30/hr
General User Rate	\$100/hr	\$50/hr
Amphitheater	(4 Hour Minimum)	(No Minimum)
Local residents, business groups Rate	\$160/hr	\$120/hr
Local non-profit organizations Rate	\$30/hr	\$30/hr
General User Rate	\$200/hr	\$150/hr
Machado Room Madrone Room (Multi-purpose Meeting Rooms) Kitchen (exclusive use rental)	(No Minimum)	(No Minimum)
Local residents, business groups Rate	\$40/hr	\$35/hr
Local non-profit organizations Rate	\$30/hr	\$30/hr
General User Rate	\$50/hr	\$40/hr
Mira Monte Dance Room Diana Murphy Fine Arts Room Poppy Jasper Ceramics Room Children's Pavilion	(No Minimum)	(No Minimum)
Local residents, business groups Rate	\$40/hr	\$35/hr
Local non-profit organizations Rate	\$30/hr	\$30/hr
General User Rate	\$50/hr	\$40/hr
Playhouse (Meetings & Seminars)	(4 Hour Minimum)	(4 Hour Minimum)
Local residents, business groups Rate	\$50/hr	\$50/hr
Local non-profit organizations Rate	\$30/hr	\$30/hr
General User Rate	\$75/hr	\$75/hr

